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New Jersey Teaching Standards Board

RULES OF ORDER 2001

Principles of Order

- *Robert's Rules of Order Newly Revised* shall be the parliamentary authority used at business meetings, in combination with these rules of order.
- The NJ State Professional Teaching Standards Board and County Professional Development Boards are considered public bodies and shall conduct business and provide notice of meetings in accordance with *N.J.S.A. 10:4-6 et seq.* Open Public Meetings Act.
- The NJ State Professional Teaching Standards Board, County Professional Development Boards, and Local Professional Development Committees shall adhere to *N.J.S.A. 6:11-13* and shall reference such code for all duties and actions regarding the Professional Development for Teachers requirements.

Membership and Responsibilities

- Members of the State Professional Teaching Standards Board are appointed according to *N.J.S.A. 6:11-13*. Should a member be unable to fulfill his/her term, a signed letter of resignation should be sent to the Commissioner of Education with a copy to the PTSB Chair. The Commissioner of Education, or his or her designee, shall serve *ex officio* on the board.
- Members shall attend and participate in regularly scheduled board meetings. After a member's third absence within one year, the secretary shall notify the member and the Chair. The Chair shall discuss the issue with the member and may recommend that the Commissioner confer with the constituent group to discuss replacement.
- A quorum shall consist of a majority of the total number of voting members.
- Members shall review the agenda at the beginning of each meeting and will have the right to provide input.
- All members shall be given the opportunity to participate in dialogue/debate on issues presented to the board, and shall respect and consider the ideas of all other members. To ensure the orderly transaction of business, members shall focus on the agenda.
- Members shall receive the agenda and supporting written materials at least one week prior to regular meetings. In a circumstance where the agenda must be revised, the revisions shall be announced at the respective meeting, immediately after quorum is established.

Administration and Duties

- According to *N.J.S.A. 6:11-13*, the board elects its own administrative officers. The officers of the Professional Teaching Standards Board shall serve for a two-year term, renewable once, consecutively, and until their respective successors are elected. Terms shall begin in February. A voluntary ad hoc nominating committee shall be formed at the regular business meeting each December. The charge shall be to develop a slate of officers for presentation to the board at the following regular business meeting. The PTSB shall elect a Chair, a Vice Chair, and a Secretary. Should an elected administrative officer be unable to fulfill his/her term, a signed letter of resignation shall be sent to the electing body (PTSB members) in care of the presiding Chair and a successor shall be elected at the next regular meeting.
- In order to accomplish the duties of the board, the Chair shall appoint and charge standing and ad hoc committees to work under the supervision of the board, or according to its specific instructions; such committees of the board shall report to the board.
- Administrative officers shall retain voting privileges.
- Officers' duties:

Duties of the Chair:

- > The Chair shall conduct meetings according to the adopted parliamentary authority and rules of order and shall perform all duties incidental to such office.

Duties of the Vice Chair:

- > The Vice-Chair shall, in the absence of the Chair, perform all of the Chair's duties.

Duties of the Secretary:

- > The Secretary shall maintain a record of board business, develop the official minutes of meetings, and assist the Chair and Vice-Chair with duties as assigned.

Administrative support:

- > The Department of Education's Office of Standards and Professional Development provides administrative support to the board in the fulfillment of its duties.

Communication

- The Chair is the official spokesperson for the board, unless he/she authorizes another. All critical communications, including written comments, should be directed through the Chair. Members may provide progress reports to constituent groups.
- The PTSB is currently an advisory body. Members shall not misrepresent an adopted position of the board, nor shall they speak publicly about policy until the Commissioner of Education has approved such policy. The Commissioner of Education shall make the initial public release of PTSB information or action.
- A listserve may be utilized to disseminate information, share ideas between regular business meetings, and for the timely collection of data specific to board duties. The listserve shall be reserved for board/committee work only. Members are not obligated to respond to listserve discussions.

Ethics

- Members must reveal any affiliation with a specific provider, shall not represent the interests of any specific provider, and shall avoid participation in any activity that would give the appearance of a conflict of interest.
- Members shall not accept monetary gifts or other considerations that are intended to influence the decisions of the board.
- These rules of order shall be upheld and monitored regularly by all members, and shall be reviewed by an ad hoc committee on an annual basis each January.

Reviewed and adopted by the PTSB on this 9th day of March 2001.

Chair: _____

Vice-Chair: _____

Secretary: _____

County Professional Development BOARD NOMINATION PROCEDURES

- New Jersey Administrative Code (*N.J.A.C.* 6:11-13) mandates that there shall be established a county professional development board in each county of the state.
- The board shall be composed of 15 members from the respective county appointed by the Commissioner at the recommendation of the county superintendent. Members shall include seven active teachers, two college representatives, two district administrators, two school board members, two members of the general public, and the county superintendent as a nonvoting member.
- The initial terms of charter members shall be staggered to assure continuity with half of the members serving two years and the other half serving three years. Subsequent terms shall be two years. Members can be reappointed up to three times.
- Should a board member vacancy on the county professional development board occur, the county superintendent shall solicit nominations from the appropriate education associations to fill the vacancy including: the New Jersey Education Association (NJEA) for teacher positions, New Jersey Association for School Administrators and New Jersey Principals and Supervisors Association for administrator positions, the New Jersey School Boards Association for school board member positions, universities/colleges within the county for higher education positions, and civic or business organizations for the public positions. Some county professional development boards may be assigned a nonpublic school representative to fill one of the public spots.
- Recommendations for the Commissioner's consideration shall be sent to the director, Office of Standards and Professional Development, in the form of a nomination packet. A nomination packet shall include: (1) a letter from the county superintendent including the name of the nominated board member, the specific position vacancy on the board, and the name of the board member being replaced and (2) a resume of the nominated board member. An NJEA application form shall suffice for teacher recommendations.
- The Office of Standards and Professional Development shall inform the county superintendent of recommendations upon approval by the Commissioner.

Additional Considerations for Special Nominations

In the case of nonpublic representatives:

- Recommendations for the Commissioner's approval shall be sent to the director, Office of Standards and Professional Development, in the form of a nomination packet from the county superintendent. (Specific county professional development boards were assigned nonpublic organization representation).
- Should a vacancy occur with an assigned nonpublic organization, the board shall first solicit nominations from the assigned nonpublic organization. However, if the nonpublic organization fails to fill the vacancy, the county superintendent shall solicit nominations from a civic or business organization for the vacant position.

In the case of members who have completed their terms:

- County Professional Development Board members seeking reappointment shall write a letter by March 1 to the county superintendent indicating their interest in reappointment by the Commissioner.
- Recommendations for the Commissioner's approval shall be sent to the director, Office of Standards and Professional Development, in the form of a letter from the county superintendent listing members who are seeking reappointment.
- The Office of Standards and Professional Development shall inform the county superintendent of the recommendations for reappointment upon approval by the Commissioner.
- For those county professional development board members who do not wish to be reappointed, the county board shall solicit nominations from the appropriate education associations.

County Professional Development Boards

ROLES AND RESPONSIBILITIES

- Review and approve local professional development plans.
- Be knowledgeable about the vision of professional development delineated in the Professional Development Standards.
- Communicate as a board with local professional development committees about professional development policies, practices, and programs.
- Work with other county boards sharing information, ideas, and existing best practices.
- Provide direction as a board to local professional development committees in the development of a self-evaluation process/program as required in the regulations.
- Turn-key to local district committees information about state-level policy regarding the plan approval process and other aspects of the professional development initiative.
- Provide feedback on the implementation of the initiative at the county level to the Professional Teaching Standards Board (PTSB) through:
 - > submission of meeting minutes quarterly;
 - > other requested reports; and
 - > open dialogue with the Professional Teaching Standards Board at an open forum meeting.
- Share information, concerns, and issues of importance on a regular basis with your PTSB representative.

County Professional Development Boards

SUGGESTIONS

- Develop a schedule of meetings each year in accordance with the Open Public Meeting Act.
- Spend time at meetings to become knowledgeable about current research-based professional development practices.
- Stay informed about PTSB policy recommendations and Commissioners' decisions regarding the initiative. To that end, the PTSB will provide minutes of monthly PTSB meetings to county superintendents and chairpersons as well as the other standard communications with the field, including PTSB newsletters and memos.
- Maintain a current list of local professional development chairs and contact information.
- Share information about county-sponsored district training with the PTSB in a timely fashion so that PTSB members can participate when they are available.

Local Professional Development Committee

ELECTION PROCEDURES FOR TEACHER REPRESENTATIVES

- The New Jersey Administrative Code (*N.J.A.C. 6:11-13*) mandates the election of four (4) teacher members to each Local Professional Development Committee.
- There shall be an open nomination of candidates from among the ranks of instructional and educational services staff members.
- Voting shall be conducted in accordance with the established elections procedures of the majority representative as established in its Constitution and By-laws. The election calendar developed by the majority representative shall factor in time for runoff elections should the need arise.
- In accordance with *N.J.A.C. 6:11-13(d)*, “The initial terms of charter members shall be staggered to assure continuity with half of the members serving two years and the other half serving three years. Subsequent terms shall be two years. Members can be reappointed up to three times.” The term “reappointment” is interpreted as re-election for teacher members.
- Local Professional Development Committee terms shall begin on September 1 and shall expire on August 31 of the appropriate year.
- Should a teacher member vacancy on the Local Professional Development Committee occur, the president of the employee majority representative shall appoint a replacement to serve out the remaining term until the next scheduled election.

Local Professional Development Committee

APPOINTMENT PROCEDURES FOR ADMINISTRATOR REPRESENTATIVES

- The New Jersey Administrative Code (*N.J.A.C.* 6:11-13) mandates the appointment of two (2) administrator members to each Local Professional Development Committee. Administrator members are appointed by the chief school administrator.
- The initial terms of charter members shall be staggered to assure continuity with one member serving two years and the other serving three years. Subsequent terms shall be for two years. Administrator members can be re-appointed up to three times.
- Local Professional Development Committee terms shall begin on September 1 and shall expire on August 31 of the appropriate year.
- Should an administrator member vacancy on the Local Professional Development Committee occur, the chief school administrator shall appoint a replacement.